



## Paperless Billing

## What is paperless billing?

*Electronic billing, also known as paperless billing, is a convenient, secure and environmentally friendly way of receiving your Harbor bill as an e-mail. You will get an e-mail notification each month when your new statement is available. Your statement can be printed or filed electronically for record-keeping if needed.*

### If I enroll in paperless billing, do I still get a paper statement?

*No. Be aware that enrolling in paperless billing will cancel your mailed paper statement and you will only receive an e-mail. You can cancel at any time to revert back to receiving a paper statement.*

## How do I cancel paperless billing, and resume paper statements?

*You may cancel paperless billing at any time and revert to receiving a paper bill at any time by writing the Waterfront Department at 132-A Harbor Way, Santa Barbara, CA 93109. Termination will become effective within fifteen (15) working days after we receive your notification.*

## What if I don't get the email?

**Spam Blocker Warning.** *The e-mail notifications are sent from WFAccounting@SantaBarbaraCA.gov. If you use a spam filter, you should make an exception for this email sender, otherwise you may not receive the e-mail. You can contact the Waterfront Department to have the e-mail resent.*

## How do I change the email address my statements are going to?

*Changes to the email address on file must be made in writing to the Waterfront Department.*

☐ Yes! Sign me up for paperless billing!

Name:

Business or Slip #:

Phone:

Waterfront Bill Account #:

E-Mail Address: please print clearly

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## Paperless Billing Application & Agreement

*By completing this paperless Billing sign up process, you agree and represent that you have the authority to accept and receive paperless billing (and discontinue receiving a paper Bill) for this Waterfront Department account.*

Print Name: \_\_\_\_\_

Sign & Date:

*Your signature is mandatory to be enrolled in Paperless Billing Service.*